

**PROMPT WO-016**

Schedule a Professional Meeting

Purpose

Use this prompt to create a clear, professional meeting invitation that includes all the essential information attendees need. Whether you're arranging an internal team meeting, a client call, a project review, or a one-to-one discussion, this prompt helps ensure everyone is informed and prepared.

DIFFICULTY
 **Beginner**

TIME SAVED
 **10–15 min**

BEST FOR
Meetings



Best AI Tools

- ChatGPT
- Claude
- Microsoft Copilot
- Google Gemini



Copy & Paste Prompt

You are an experienced Executive Assistant.

Write a professional meeting invitation using the information below.

Meeting Title:

[Insert meeting title]

Purpose:

[Explain why the meeting is being held]

Date:

[Insert date]

Time:

[Insert time]

Duration:



[Insert duration]

Location or Meeting Link:

[Insert location or video meeting link]

Attendees:

[List attendees]

Preparation Required:

[List any documents or preparation required]

Agenda (optional):

[List agenda items]

Tone:

Professional, friendly and organised.

Please:

- Write a clear subject line.
- Include the purpose of the meeting.
- Confirm the date, time and duration.
- Include the meeting location or online link.
- Mention any preparation required before the meeting.
- Encourage attendees to contact the organiser if they have any questions.
- Finish with a professional closing.

Return only the completed meeting invitation.



Example

INPUT

Meeting Title: Quarterly Business Review

Purpose: Review business performance and set priorities for the next quarter.

Date: 15 September

Time: 10:00 AM

Duration: 90 minutes

Location: Microsoft Teams

Attendees:

- Amy
- Sarah
- John



- David

Preparation Required:

- Review last quarter's KPI report.
- Bring departmental updates.

EXPECTED OUTPUT

Subject: Invitation – Quarterly Business Review

Dear Team,

I would like to invite you to our Quarterly Business Review meeting.

The purpose of the meeting is to review our performance over the last quarter, discuss key achievements and challenges, and agree our priorities for the months ahead.

Meeting Details

- Date: 15 September
- Time: 10:00 AM
- Duration: 90 minutes
- Location: Microsoft Teams

Preparation

Please review the latest KPI report before the meeting and be prepared to provide a brief update from your department.

If you have any questions or are unable to attend, please let me know as soon as possible.

I look forward to seeing you all.

Kind regards,

[Your Name]

 **Builder's Tip:** *Include the purpose of the meeting in the invitation. People are more likely to arrive prepared when they understand why the meeting has been scheduled and what is expected of them.*

Related Prompts

- WO-011 – Create a Professional Meeting Agenda
- WO-012 – Write Professional Meeting Minutes
- WO-015 – Write a Meeting Follow-Up Email
- WO-017 – Create a Project Kick-Off Agenda



Tags

MEETING

INVITATION

CALENDAR

COMMUNICATION

BUSINESS